



Northpoint is hiring!

This is an exciting time to join our rapidly growing and dynamic team. We are looking for a *Sales Coordinator* to work in our Burlington office or remotely for a 12 or 16 month internship.

Northpoint Commercial Finance, part of the Laurentian Bank of Canada, provides inventory financing solutions to both manufacturers and their dealer networks across North America. Laurentian Bank of Canada (TSX: LB) was founded in 1846 and the Bank serves one and a half million clients across the country and employs more than 3,600 people, making it a major player in several market segments.

Our tag line '*extraordinary service should be standard*' represents Northpoint's values and culture. Our unmatched customer service, quick turnaround time, teamwork and focus on building relationships with our customers make us a powerful force in our market and an enjoyable place to work.

The Job

The person we are looking for will support the company's Canadian Sales Department, with the team's ultimate objective of nurturing and growing business. The person will coordinate sales efforts with other departments including; Credit and Operations teams.

Key Responsibilities:

- Support the Inside and Outside Sales Team with various tasks
- Liaison between customers and internal departments, over the phone or through email
- Prepare and review customer Proposal Letters
- Prepare marketing material
- Pull various reports in order to examine business metrics
- Maintain detailed notes by effectively managing the Salesforce CRM database
- Source and solicit new client business (primarily by phone)
- Secure and submit new customer application packages with thoughtful recommendations
- Communicate effectively with Field Sales team, Credit team and customers to facilitate a smooth and efficient application and onboarding process

Skill Set:

- Working towards a Bachelor's Degree in business or related field
- Great organizational skills and ability to prioritize tasks in a fast-paced environment
- Familiarity with financial statements
- Bilingual in English and French would be considered an asset

Northpoint Commercial Finance welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.